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GENERAL SERVICES AGENCY CIRCULAR NO.: 2022-004

To: All Department and Agency Heads
From: Chief Procurement Officer
Subject: **Periodic Review of Blanket Purchase Agreement (BPA)
Purchase Orders**

Håfa Adai! This is a reminder to all departments and agencies that the General Services Agency may conduct periodic reviews to ensure adherence to the Blanket Purchase Agreement (BPA) procedures.

Pursuant to 2GAR-Administration, Div. 4 – Procurement Regulations, §3112.14. Review Procedures. (a) The Chief Procurement Officer, the Director of Public Works, or the Purchasing Agency, shall review a sufficient random sample of the BPA files at least annually to ensure that authorized procedures are being followed; (b) The Chief Procurement Officer, the Director of Public Works, or the Purchasing Agency, that entered into the BPA for the Government shall –

(i) Ensure that each BPA is reviewed at least annually and, if necessary, updated at that time.

All invoices pertaining to FY2022 BPA purchase orders **MUST** be entered to the AS400 and copies of invoices with Receiving Reports (R/R) **MUST** be uploaded to the ONBASE file **no later than November 14, 2022**. Failure to comply with this requirement may cause to cease any issuance of your request for BPA's to your department/agency for FY2023.

Your attention and full cooperation in this matter is greatly appreciated. If you have any questions regarding this matter, please contact 475-1707/1708. ***Si Yu'os Ma'åse.***


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